

EEO Complaint Tracking V. 2.0 Installation Guide

April 1995

Installation
Setup Following the Inits

Installation

Version 2.0 of EEO Complaint Tracking is an update of EEO Complaint Tracking Version 1.0 and as such will set up its routines, options, and files under the EEO namespace. This package requires VA FileMan 20.0 and Kernel 7.1 or later versions, and uses the National Service file (#730), State file (#5), Institution file (#4), New Person file (#200) and Domain file (#4.2).

Installation for version 2.0 should take less than 10 minutes.

Pre-installation

1. Backup System

2. Create ^EEO

If you have not already done so, define the new ^EEO global in the account where you wish it to reside. Enable RWD at all levels.
DSM-11 and VAX DSM: D ^%GLOMAN
MSM: D ^%GCH (Remember to place the global on the File server.)

3. Ensure that DUZ is set and that DUZ(0)="@".

4. Load the EEO* routines into the account(s) where you want them to reside.

5. Init as follows:

```
>D ^EEOINIT
```

```
This version (#2.0) of 'EEOINIT' was created on 20-APR-1995  
      (at HINES ISC, by VA FileMan V.20.0)
```

```
I AM GOING TO SET UP THE FOLLOWING FILES:
```

```
785      EEO COMPLAINTS
```

```
Note: You already have the 'EEO COMPLAINTS' File.
```

```
785.1    EEO COMPLAINT BASIS (including data)
```

```
Note: You already have the 'EEO COMPLAINT BASIS' File.
```

```
I will OVERWRITE your data with mine.
```

```
785.2    EEO CORRECTIVE ACTIONS (including data)
```

```
I will OVERWRITE your data with mine.
```

```
785.5    EEO INFORMAL COMPLAINTS
```

786 EEO COMPLAINT ISSUE CODES (including data)
Note: You already have the 'EEO COMPLAINT ISSUE CODES' File.
I will OVERWRITE your data with mine.

787.5 EEO CENTRAL INVESTIGATORS (including data)
I will OVERWRITE your data with mine.

789.5 EEO SERVER PARAMETERS
*BUT YOU ALREADY HAVE 'UPLINK SERVER PARAMETERS' AS FILE #789.5!
Shall I change the NAME of the file to EEO SERVER PARAMETERS? NO// YES

789.5 EEO SERVER PARAMETERS
Note: You already have the 'EEO SERVER PARAMETERS' File.

SHALL I WRITE OVER FILE SECURITY CODES? NO// Y (YES)
NOTE: This package also contains OPTIONS
SHALL I WRITE OVER EXISTING OPTIONS OF THE SAME NAME? YES// <RET> (YES)

ARE YOU SURE EVERYTHING'S OK? NO// Y (YES)

...HMMM, I'M WORKING AS FAST AS I CAN.....
.....
.....

'EEO ADHOC' Option Filed
'EEO COMPLAINT STATION MENU' Option Filed
'EEO COUNSELOR ENTER/EDIT' Option Filed
'EEO COUNSELOR SECURITY' Option Filed
'EEO COUNSELORS MENU' Option Filed
'EEO ENTER/EDIT F.C.' Option Filed
'EEO FORM 0210' Option Filed
'EEO NOTICE OF RIGHTS' Option Filed
'EEO REPORT1' Option Filed
'EEO REXMT' Option Filed
'EEO STATION ADD/EDIT' Option Filed
'EEO STATION INQUIRE' Option Filed
'EEO STATION INVESTIGATION' Option Filed
'EEO STATION REPORT' Option Filed
'EEO STATION REPORT 1' Option Filed
'EEO STATION REPORT 2' Option Filed
'EEO TASKED BULLETIN' Option Filed
'EEO TIMELINESS REPORT' Option Filed
'EEO UPLINK SERVER' Option Filed
NOTE THAT FILE SECURITY-CODE PROTECTION HAS BEEN
MADE.....
.....
.....

DELETING OBSOLETE AND DUPLICATED FIELDS FROM FILE 785

.....
DELETING OBSOLETE FILES

787
788
789.2
789.3
789.4
789.6

RE-INDEXING 'C','D',& 'E' CROSS REFERENCES (FILE #785)...

PLACING OBSOLETE OPTIONS OUT OF ORDER

The Counselor's Name Field (#14, File 785) has been changed from free text to a pointer to File 200, enter a device to print the names of counselor's who could not be converted.

DEVICE: HOME// <RET> HOME

EEO COUNSELOR'S NAMES CONVERSION:

Cases with counselors that are yet to be converted to point to New Person file
COUNSELOR'S NAME (FLD #14 FILE #785)

	CASE NUMBER	COUNSELOR'S NAME
1.	95-459-1	LACKERMAN,WILL
2.	95-990-2	MARY

This list contains the names of counselors who must be converted manually to reflect their New Person file entry. The IRM may do this by editing field # 14 (Counselor's Name) of file 785 (EEO Complaints) through VA File Man and changing the above listed name to the correct New Person name (in File 200), or the EEO Specialist may edit this through the Enter/Edit Formal Complaint Info option.

*** INITIALIZATION COMPLETE ***

Remember to Task the EEO TASKED BULLETIN option to run nightly...

>

Setup Following the Inits

- A) Verify the following through VA FileMan:

All your subdivisions in File #4 (Institution) should contain your local primary reporting station in Field #96 (Reporting Station) .

- B) The following Mail Group will be set up by the post init:

UPLINK_DATA_SERVER

For each mail group, **at a minimum**, there should be one appropriate active user entered. In addition, XQSERVER must also have one active user. Generally speaking anyone who is assigned the EEO Complaint Tracking menu should be in this mail group.

- C) Using the Task Manager option "Schedule/Unschedule Options" option, queue the **EEO TASKED BULLETIN** option to run every night at a time of low system activity, preferably before midnight. This option will transmit all changed complaint information to the central data base at the Hines ISC near Chicago.
- D) Routine mapping is not necessary due to the low volume of usage.
- E) journalling of the ^EEO global is recommended due to the high sensitivity of the data.
- F) Translate the ^EEO global across accounts as appropriate.
- G) Optionally remove the EEOI* installation routines.
- H) With the assistance of the EEO Manager, assign menus to the EEO users, note that those who had previously been assigned the EEO COMPLAINT STATION MENU will still have it. The COUNSELORS MENU and EEO COUNSELOR SECURITY options will need to be assigned. Recommendations for the assignment of these menus may be found in the Package Management section of the EEO Complaint Tracking User Manual.

The EEO Complaint Tracking Menu is used to enter site-specific data on EEO complaints into File #785. Complaint information includes: initial complaints, updates to complaints, and editing of existing information. Additions/edits may be done as many times as desired with transmission of data to the central database at Hines ISC occurring when the tasked bulletin is run or when the user uses the Transmit a Single EEO Complaint option. Instructions concerning the entry of this data are contained in the EEO Complaint Tracking User Manual.

Resource Requirements

It is required that access to this package be given to designated users.

The number of CRTs will vary with the number of staff involved. At a minimum, the staff should have access to one CRT.

There should, at a minimum, be one printer available for EEO use. Due to the sensitive nature of the EEO information, it is suggested that the printer be located in a restricted location.

The EEO routines occupy approximately 65 kilobytes of storage space. The ^EEO globals will occupy 32 kilobytes after installation. Each complainant record entered will occupy an additional 1 kilobyte of storage.